

Trustee Application Pack



2026



Community
Action
Redbridge



**Join us to support
stronger, more
resilient communities!**

Introduction

Thank you for your interest in becoming a trustee at Community Action Redbridge.

This is a great opportunity to help shape a fairer Redbridge, where every one and every community has an equal opportunity to thrive.

As a Trustee of Community Action Redbridge, you'll help guide our charity's strategic direction. You'll bring your skills, experience, insights and ideas to the Board, helping us make informed decisions and maximise our impact.

Whether your experience comes from your professional life, volunteering, community involvement or lived experience, your perspective can help us grow, adapt and better serve our members organisations and communities.

About us

Community Action Redbridge is a [local infrastructure organisation](#) working to support strong and resilient communities where people lead happy, healthy and fulfilling lives.

We do this by:

- Harnessing the power and potential of people and communities.
- Connecting, strengthening and championing the voluntary, community and social enterprise sector.
- Influencing meaningful change and transformation in systems, policies and practice.

Our values and ways of working

Our values are what we stand for. They are the foundations for how we act, individually and collectively, and guide our approach to our work. Our ways of working set out how we put our values into practice through our everyday actions.

We shift power

We know that the best outcomes are achieved when people, communities and organisations work together as equal partners.

To us this means:

- Reflecting on and acknowledging our own power and privilege, individually and as an organisation.
- Challenging ourselves to find new ways of equalising power and encouraging others to do the same.
- Supporting others to step into spaces of power and build the confidence to take the lead.
- Being accountable to the people and communities we serve.

We collaborate

We're stronger and more effective when we work together. By thinking, doing and learning together, we push the boundaries of what success can look like.

To us this means:

- Investing time in making connections and nurturing relationships and trust.
- Being open to new ideas and different ways of working, even when they feel uncomfortable to us.
- Embracing diversity and actively seek perspectives that are different to our own.
- Focusing on solutions, not problems.



We learn

We continuously evolve and grow. We experiment and explore to find new ways of understanding the challenges we face, and new solutions to address them.

To us this means:

- Being curious and open-minded.
- Owning our mistakes, reflecting on them and learning from them.
- Actively seeking, reflecting on and learning from feedback.
- Using analysis and evaluation to inform future action.

We see the bigger picture

We look at things through a wide lens. We don't just focus on the individual parts that make up a whole, but on the connections, relationships and interactions between them.

To us this means:

- Focusing on the root causes, not just the symptoms of the problems we're trying to solve.
- Understanding that the challenges we face are complex and interconnected, and working holistically to understand and address them.



Our impact

In 2024-25, Community Action Redbridge:

- Supported 73 voluntary and community groups with 44 funding applications, helping them to raise £346,326 for local projects.
- Delivered 32 training courses supporting the learning and development of 154 staff and volunteers from the local voluntary and community sector.
- Recruited 223 volunteers to support the work of local voluntary and community groups.
- Provided advice and support to 117 organizations to develop their volunteer recruitment and management practice
- Helped 329 people to improve their health and wellbeing by connecting them with a range of community-based activities, services and support
- Worked with 41 local groups to deliver fitness sessions in the community, reaching 632 participants who would otherwise be unlikely to take part in regular organised physical activity.
- Engaged 5,464 residents about the issues and priorities that matter most to them
- Launched our Small Sparks Community Fund, supporting 8 community-led projects in Loxford.
- Codesigned a partnership strategy for improving health and wellbeing with our members



What are we looking for in new trustees?

We're particularly keen to hear from staff and volunteers from Community Action Redbridge member organisations. Having members represented on our Board helps ensure that the voices, experiences and priorities of local VCSE organisations are reflected in our decision-making, and that we remain responsive to the needs of the sector and the communities we serve.

To complement the skills and experience of our current trustees, we're also especially interested in hearing from people with expertise in:

- Human Resources (HR)
- Media and public relations
- Monitoring, evaluation and learning (MEL), or
- Health and safety.

However, we welcome applications from anyone who shares our values and is passionate about supporting a thriving voluntary and community sector in Redbridge.

In addition, all applicants should demonstrate:

1

A commitment to Nolan's seven principles of public life: **selflessness, integrity, objectivity, accountability, openness, honesty and leadership.**

2

An understanding of the legal duties and responsibilities of trustees.

3

A commitment to equity, diversity and inclusion.

You don't need to have previous experience on a charity board to apply for the role of Trustee.

We'll provide training, guidance and ongoing support to help you succeed in the role. We're committed to making trusteeship accessible and will work with you to understand any support you may need to feel confident and able to contribute fully.

The expected time commitment of a trustee is 10-12 days per year

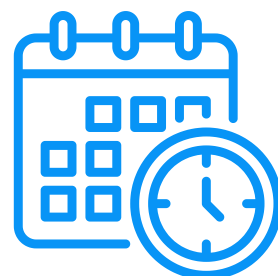


Time commitment

Trustees are required to attend quarterly Board meetings which are normally held at our office in Gantts Hill. Trustees are also encouraged to take part in the Finance and Resources Committee of the Board.

In addition, trustees are expected to attend our Annual General Meeting, an annual Away Day, occasional training and development sessions, and key organisational events.

Overall, the amount of time we would expect you to commit to the charity will be 8-10 days per year. Trustees are appointed for a 4-year term, with the option to extend for one further term.



What we can offer you as a trustee

- The opportunity and ability to influence our future.
- A warm welcome and a comprehensive induction.
- Continued support from your fellow trustees, including a trustee mentor/buddy during the first year of your term.
- Opportunities to develop and access to training to enable you to fulfil your role as a trustee.
- Flexibility in relation to the dates and times of meetings, to ensure that all trustees are able to participate and contribute.
- Reimbursement of reasonable expenses incurred in undertaking your volunteer role as a trustee.



Trustees joining the Board without prior governance experience will be given additional, tailored, support to ensure that they feel confident and able to fully participate in their new role.



Gain continued support from your fellow trustees



What's involved?

Our Board of Trustees makes key decisions about the direction the of the organisation and how we achieve our purpose. They also make sure that Community Action Redbridge has the resources and policies it needs to do this well and to comply with legal requirements.

All trustees have **six** legal duties:

- To ensure that the charity is carrying out its purposes for the public benefit.
- To comply with the charity's governing document and the law.
- To act in the charity's best interests.
- To manage the charity's resources responsibly.
- To act with reasonable care and skill.
- To ensure that the charity is accountable.

These duties are explained in the Charity Commission's guidance **The Essential Trustee**.



Apply today!



How to apply

Please send your CV and either a covering letter of up to 2 pages, or short video statement of up to 5 minutes. In your covering letter/video statement, please tell us:

- Why you'd like to join the Board of Trustees at Community Action Redbridge.
- How your skills and experience match what we're are looking for in a new trustee .

Please also complete the Equal Opportunities Monitoring Form. This won't be seen by the panel, but helps us to ensure that we're inclusive in our advertising and recruitment, and to understand the diversity of our Board.

Please submit your application by email to hello@communityactionredbridge.org.uk. Applications are welcomed on a rolling basis.